

TITLE: Police Sergeant

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DEPARTMENT: PoliceREPORTS TO: Police LieutenantSUPERVISES: Police Officer, Police Assistant II, Crime Prevention TechnicianDEFINITION

Plans, organizes, and supervises police officers and support personnel on an assigned shift or unit in field operations, investigation, or management services.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assigns officers and equipment during a shift; conducts daily briefings and arranges substitutes for absentees. Monitors workload and assigns duty areas and assignments according to general guidelines with necessary changes to accommodate current problems.

Supervises the activities of officers or other staff members in a unit or shift; advises and assists as necessary. Prepares employee evaluation reports. Participates in the investigation of complaints against department personnel, initiates discipline and remedial actions, and testifies at required hearings.

Organizes, supervises and participates in police patrol duties, investigation of crimes, and other special assignments. Monitors and responds to requests for assistance to assure that services are provided to the community.

Responds to crime scenes, accidents, and other serious or sensitive incidents, and assumes command or assists the officer in charge.

Assists in classroom and field training of officers and new recruits. Advises personnel on new laws and insures compliance of rules, regulations and policy to meet goals and priorities. Coordinates student officer assignments.

Investigates citizen complaints; participates in investigations and supervises difficult or sensitive cases. Obtains evidence and other documentation, prepares investigation reports, testifies in court.

Reviews reports, logs and other records prepared by assigned police officers to assure accuracy and adequacy and assures that cases are properly prepared and presented in court and takes corrective action as appropriate and authorized.

Makes oral presentations and participates in discussions with citizen groups, students, and community organizations to maintain and improve police-community relations.

Performs community liaison activities; educates the public about crime prevention. Provides general information on laws and ordinances; explains process of filing a formal complaint, the extent of police patrols, and alternatives available to citizens. Directs citizens to appropriate authorities as necessary.

### OTHER JOB FUNCTIONS

Conducts Internal Affairs investigations involving department personnel, as assigned.

Conducts research and develops operational reports, studies, and proposals for a variety of department issues as requested.

Performs other related duties as assigned.

### WORKING CONDITIONS:

Most duties are performed in the field where the employee is exposed to varying and extreme weather conditions, or in an office environment while sitting at a desk. When responding to emergencies, employee risks physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia and crime scenes. Physical exertion is required to climb stairs and over walls, run, move heavy objects, crawl through tight spaces, kneel in confined areas and sit for long period of time during surveillance. Physical effort is required to lift materials, equipment and persons exceeding 50 lbs. May experience disruption in sleep patterns as a result of rotating shift work.

### QUALIFICATIONS:

#### Knowledge of:

- Practices, principles and procedures of law enforcement and criminal investigation.
- Modern methods and techniques used in the prevention, investigation, and suppression of criminal activities.
- The rights of suspects and defendants.
- Safety regulations and procedures and practices in law enforcement.
- City, state, and federal laws and regulations pertaining to police service.
- Supervisory principles, practices and methods.

#### Ability to:

- Organize and supervise assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Develop daily unit or shift goals and objectives.
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with supervisors, employees, and the public.

- Operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations.
- Communicate effectively, both orally and in writing.
- Perform effectively in emergency and stressful situations.
- Physical ability to perform the essential job functions.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Associate degree in criminology, police science, or related degree and three years progressively responsible experience in a public law enforcement agency.

Licenses, Certificates, and Other Requirements

Valid driver's license.

Board of Police Standards and Training Intermediate Police Certificate

Approved: 7/1/92

Revised:

Union Code: T

FLSA Status: EX

(Class treated as NE per union contract)